S E C R E T

SPEAKER GUIDANCE
SUPPORT SERVICES COURSE

The Program: The Support Services Course is an eight week course for Career
Trainees who will be assigned to the support components of the Agency. The
Course is structured in the following way:

     a. First Week: Mornings are devoted to an examination of the
major support organizations and other organizations concerned with
the administration of CIA. The afternoons are devoted to a combi-
nation of conventional management instruction with some preparatory
work for the second week.

     b. Second Week: This week is a presentation of the Managerial
Grid

     c. Third, Fourth and Fifth Weeks: This is a special presentation
of the Finance and Logistics Course tailored for the Career Trainees.

     d. Sixth and Seventh Weeks: These two weeks are taken up primarily
with certain key lecture presentations and a number of problems and
exercises dealing primarily with the personnel and security aspects

     e. Eighth Week: The final week will be devoted to a comprehensive
problem in which the student is given some thirty-five support
problems to solve in all fields of support.

Student Body: The class will consist of twenty-five Career Trainees. The

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Administrative/Training Considerations:

1. Please confine your presentation to the time indicated on the schedule.

2. Encourage the students to ask questions. Leave enough time to permit questions.

3. Use examples to illustrate points you make in your presentation. Examples serve to clarify and to heighten interest.

4. Use graphic aids where possible. Please inform the Chief Instructor of your requirements for VU-Graph, slide projector or film projector.

5. All students are cleared for TOP SECRET. The students, however, will assume that the content of the presentations are SECRET unless you inform them otherwise.

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